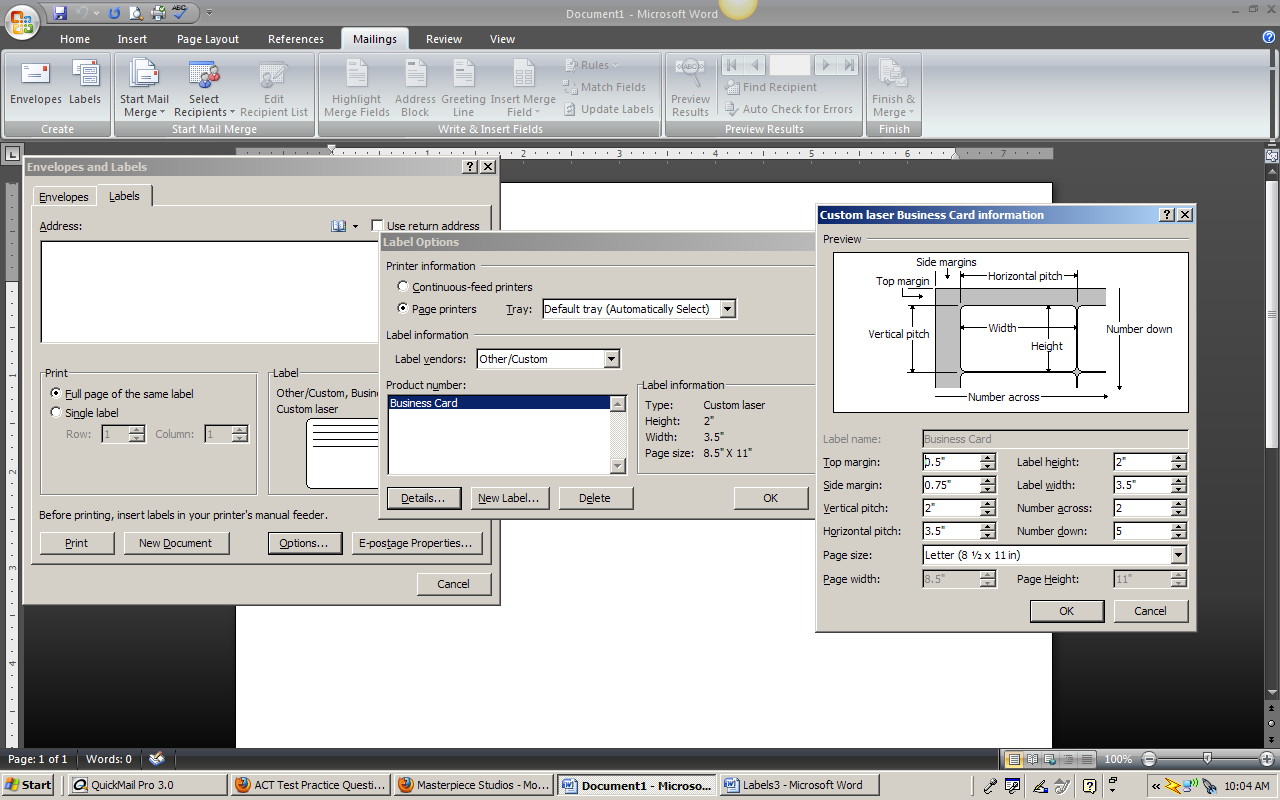
Printing Your Business Cards

Set up your work area using Microsoft Word



# Click in this order:

# Mailings>Labels>Options>New Labels>(enter specific measurements)>OK>OK>New Document.

1. Open a Word document and clink on the **“Mailings”** tab.
2. Choose **“labels”** – the second choice from the left.
3. The Envelopes and Labels box will open at that time click **“Options…”**
4. Clink “**New Label…”**
5. Enter Specific details about the type of card we have purchased. Just as pictured above.
6. Clink OK twice then start a “New Document”
7. Then you may enter your information, edit your design.
8. Finally copy and paste into the remaining cells.
9. Enjoy the results!